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Unique Identification Code (UIC) Incorporation Guidelines

Please note: The following guidelines were compiled by the Single Record Student Database (SRSD) Technical Committee, representing ISD and local district staff members and CEPI staff members.   We recommend sharing this document with your district technical staff and/or your SRSD vendor(s).   The purpose of this document is to assist districts with identifying potential issues during the incorporation of the Unique Identification Codes (UICs) into their local student management systems.

The ability for districts to submit student records with correct Unique Identification Codes (UICs) relies on their ability to efficiently and effectively incorporate the UICs that are generated by the state and subsequently returned to the districts. CEPI will incorporate UICs into those student records submitted by the districts for which the UIC field is left blank. These records may then be downloaded for incorporation by the districts into their local student management systems.

It is important to note that the UIC returned in a student record is not able to be reverse-engineered so that one can determine the original data that was used to generate the UIC. As a result, incorporation by the districts into their local student management systems will require matching their student ID or certain field(s) in the local student management system with the data in the returned records to match the UIC with the correct student. CEPI anticipates that UICs will be incorporated into a large majority of the records in an automated manner. However, we also anticipate that some manual effort may be required on the part of the districts in situations where matching the records with the UICs and those in local student management systems produces conflicting results.

When considering how to incorporate UICs into the local student management systems, you and/or your district technical staff/SRSD vendor(s) will need to determine:
- What field(s) should be used to match the records returned by the state to districts to the records in the local student management system?
- How incorporation should occur if multiple systems are used to create the original SRSD record, resulting in key matching fields that are unique within their own systems and not unique when combined with other system key fields? For example, a student is maintained in multiple systems such as STUREC, VEDS and RMS and has a unique student identifier in each system OR a student identifier in STUREC may refer to one student while the same student identifier in VEDS may refer to another student.
- Should incorporation occur automatically or should intervention be required before performing the update into the student management system?

Other considerations include:
- It is assumed that UICs associated with students who have left the district since the previous submission period will not be incorporated into the local student management system.
- Situations will occur in which key fields in the student record (first name, last name, etc.) that are transmitted to the state and used to derive the UIC may change from the time the original record was transmitted to the state to the time that the record is returned to the district for incorporation, resulting in a mismatch between key fields considered for use in the incorporation.
- How should incorporation occur when multiple records are sent for the same student (i.e., grade split, building split, etc.) resulting in the same student having multiple UICs assigned?

Guidelines (Compiled During Pilot Testing)

A group of 31 districts representing 10 different providers of student record management systems (SRMS) participated in a UIC incorporation pilot process. Records from the End of Year 2002 SRSD submissions from these districts were assigned UICs that were then returned to the ISDs, in the format of an SRSD submission, for local districts to incorporate into student records.

Based upon the results from this testing process, the following recommendations were made by the pilot group and SRSD Technical Committee:

- The use of student name, date of birth and/or student identifier is the preferred method for performing incorporation. If a common student management system is used and the student identifier format is consistent across the district(s) and does not change, the use of the student identifier alone provides an ideal situation for performing incorporation. Using the student identifier can also provide resolution to situations in which the name and date of birth for two records are identical (e.g., twins).

- For situations in which no match appears when comparing key matching fields in the returned file with the local student management system, determine whether the student has left the district from the time their previous submission was submitted and the time the incorporation was attempted.

- Consider performing a sort on the returned file based on student name, date of birth, and student ID to identify students who have multiple records and UICs. For those students with multiple UICs, it is not material as to which UIC is used as long as only one UIC is assigned to that student in the local student management system(s).

- For situations in which multiple sources of data are used to generate the SRSD submission, determine whether it is necessary to maintain the UIC on all systems.

- For situations in which you are unable to conclusively determine which student record should have assigned the UIC in question, you may wish to contact your ISD Pupil Accounting Auditor for assistance.

- Maintain documentation of changes to key fields used for incorporation between the time the data is extracted from the SRMS to create the SRSD submission to the time the record is returned in the subsequent submission for incorporation. Changing data in key fields may result in mismatches when trying to perform the incorporation might require the need to manually enter the UIC into the student record.

- If transfers of students within the district have occurred between the time the initial record was submitted for UIC assignment and the time the record was sent back for incorporation, please forward this information to the schools that have the transferred students.

- For key fields used for incorporation, ensure that all of the student records contain data in these fields to ensure a more complete incorporation.

- For key fields used for incorporation, ensure that the data is aligned in the field and is consistent with how your SRMS vendor has programmed incorporation. If data are not aligned consistently, situations may occur in which the original data in a key field is aligned one way (for example, left-justified), but then aligned in another way (for example, right-justified) in the subsequent submission period, and therefore a match on the key field does not occur.